

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Informal Survey of Printing Services Division

REFERENCE : Memo dtd 7 May 1968 to DDS fr DL sub: Survey of
Printing Services Division. OL, to be Conducted
by [redacted]

1. This memorandum is for information only.

2. Attached is a copy of [redacted] report on his recent survey of our Printing Services Division. As you will note, the report reflects a very favorable situation in regard to internal management, physical plant and quality of production in PSD. While the report really only confirms the findings of previous inspections and reviews conducted within the Agency, I find many of his comments particularly gratifying, coming as they do from an individual with such broad experience and familiarity with the commercial printing industry. We should find this document *quite* particularly useful in responding to future questions regarding Agency printing which are raised through budgetary or other channels.

3. The following supplementary comments may be useful to you in evaluating some of the conclusions stated in the report (paragraphs are numbered for ease of reference):

a. Paragraphs 4 and 13. These paragraphs deal with the need to plan and provide funds for the maintenance of an efficient and modern printing facility. As reflected in paragraph 13, this is not an inexpensive undertaking. In the past, we have budgeted approximately \$200,000 per year for: (1) the replacement of obsolete or worn out equipment, (2) the acquisition of new items required for the support of particular operations, and (3) the

STAT modernization of ^{own}the printing processes. This figure represents about 8 percent of our nonexpendable printing equipment inventory.

[] suggests that a figure of 20 percent is more appropriate.

Since the last budget exercise, PSD has established a record of each item of nonexpendable equipment which reflects date of acquisition and estimated life expectancy. This record will provide the basis for a planned replacement program for all equipment in our printing facility. In regard to the specific items mentioned in paragraph 4 of the report, the additional monophoto caster was placed on order with yearend funds last June. Regarding "in plant" control of the conversion of paper or Selectric typewriter tape to computer magnetic tape, I am informed that OCS is nearing completion in the development of recommendations (requested by us) for the input-output system required in PSD for our EPIC program. This system will include items required for the conversion of tapes, terminal access to OCS computers and other peripheral equipment needed for the most effective utilization of the electronic photocomposition equipment now in use and on order.

b. Paragraph 5. The hesitancy to convert from traditional hot metal type casting to the more modern cold composition methods mentioned here is believed more pronounced in private industry than in our facility but certainly is not nonexistent here. Considering the necessity to continue effective production through our transitional period and the lead time required for the formulation of computer programs and the acquisition of equipment, I feel that we are proceeding in the conversion of our printing operations to modern typesetting methods with appropriate speed. The Chief, Printing

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Services Division, estimates that three of our five Linotype machines can be removed within two years, our metal monocasting machines can be removed within two years and the remaining metal operations should be discontinued within five years.

c. Paragraph 7. The personnel problem in the bindery distribution center mentioned here has to do with the constant rotation of personnel through this operation. For the most part, untrained personnel entering PSD are first assigned in the distribution center inasmuch as it contains the lowest paid skills in the plant. As opportunities for advancement appear in other elements of the Division, personnel are assigned from the distribution center to operative or apprentice type jobs. PSD efforts to raise the GS-6 grade for the Chief of this distribution center in an effort to provide for greater continuity have been unsuccessful. Recognizing this as a problem area, PSD is developing detailed procedures for all processes and operations of the distribution center which will be included in an operating handbook for personnel assigned there. This, plus continued close supervision from the Chief, Bindery Branch, should provide the most effective continuity possible under the present situation. With regard to the addition of three more pockets on our Macey signature collator, this machine has been in operation for more than eight years and is scheduled for replacement-probably in FY 1970; consequently, we feel that it would be unwise to spend additional money on this machine at this time.

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d. Paragraph 8. A Robertson overhead camera is now programmed for acquisition in FY 1973 to replace our 30"x40" Klimsch camera. We have recently replaced the lenses and mirrors on this camera. The 35mm microfilm processor was programmed for replacement in FY 1969; however, it now has been reprogrammed for FY 1970 due to the lack of funds for this purpose this fiscal year.

e. Paragraph 11. The customer education and coordination work mentioned here refers primarily to the submission of properly prepared source tape for use in our EPIC program. Inasmuch as we are in a developmental and conversion phase of this program, we had anticipated that a great deal of coordination and collaboration would be necessary between producers of manuscript and the printing facility in the resolution of problem areas. So far as PSD is concerned, full cooperation is being received. The Assistant DDI takes a personal interest in this program and, at this juncture, we feel that he constitutes sufficient authority to assure the collaboration on the part of DDI components necessary to the success of the program. Actually, we are not encountering unanticipated and untenable difficulties in this area and I suggest that we continue to rely upon collaboration at the working level, so long as satisfactory progress is realized.

f. Paragraph 12. The humidification of the press rooms in all three of our printing plants leaves much to be desired. Particularly during the winter months, it is impossible to maintain humidity-temperature conditions which permit most efficient press operations. This is a recognized deficiency in the new PSD building and the General Services Administration has a project underway to

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design and install a new system. We certainly concur in the stated need for temperature-humidity control^d storage space as a part of the new FSD building and will include funds for the modification of the building to provide for such space in our budget at the earliest opportunity.

4. In the event that you desire future information in regard to the attached report, please advise.

George E. Meloon
Director of Logistics

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